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17 April 1953

MEMORANDUM FOR: The CIA Career Service Board

FROM: The Professional Selection Panel

SUBJECT: The Process of Selecting New Career Employees

1. The Professional Selection Panel was requested by the CIA Career Service Board to make specific recommendations with respect to the process of selecting new employees.

2. We believe that certain basic changes in policies governing career employees are necessary if the Agency's career program is to be effective. Until these basic changes are made it is unrealistic to develop a detailed procedure for selecting career employees.

3. We therefore submit for your consideration the following conclusions:

a. Appointments to the career staff shall be made on a trial-service basis.

b. The trial-service period shall be two years.

c. In exceptional individual cases the initial trial-service period may be extended.

d. On completion of the trial-service period a final determination shall be made as to whether the individual is suitable for career employment.

(1) If found suitable his status as a permanent member of the career staff shall be confirmed.

(2) If found unsuitable his employment as a member of the career staff shall be terminated. Such termination shall not render the individual ineligible for employment by the Agency in another category.

e. Members of the career staff may occupy either non-professional or professional positions.

f. The final determination of suitability for career employment (in d above) shall, for employees in professional positions, be made by a special selection process.

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4. Recommendations

a. That the CIA Career Service Board adopt the above conclusions as Agency policy.

b. That the Board instruct this Panel to develop selection procedures based thereon.

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Chairman

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